

~~SECRET~~
~~CONFIDENTIAL~~

Staple
Symbols
6 January 1952

ATTN : Chief, Administration, DD/P
Mr. [REDACTED] 25X1A9a
Chief, Organization & Methods Service

Proposed Change in Designations of Agency Components.

1. Attached hereto is a staff study dealing with the designations of offices for the purpose of reference in correspondence and other matters.

2. You will note the study recommends that we retain letter symbols rather than change to numerical symbols for all offices and that the ECI has orally approved of our recommendations.

3. Publication of the attached Regulation was postponed until the changes in the organization of the DD/P had been effected in order that the office symbols would be current for that area.

4. Will you arrange to have this office advised as to what designations the DD/P complex would like to use? In view of the major changes which have taken place in the DD/P's area you may wish to expand symbols to assist in routing correspondence, etc., to staffs, divisions and branches. I will be glad to give you any assistance you may desire.

W. L. PEEL

- 2 Encl.
1. Staff Study
2. Regulation

O&M/WLP:eme (6 January 1952)

Document No. 3
NO CHANGE in Class. ☐
☐ DECLASSIFIED
Class. CHANGED TO: TS S (C)
DDA Memo, 4 Apr 77
Auth: DDA REG. 77/1763
Date: 240378 By: 025

~~SECRET~~
~~CONFIDENTIAL~~
Security Information